

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

06/15/2021

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000016941 for the Invitation to Bid for the State of Louisiana – DVA – Temporary Nursing Services, which is currently scheduled to open at 10:00 A.M. CDT on 06/22/2021

The following changes are to be made to the referenced solicitation:

Page 10 of Attachment A revised to read:

Multiple Awards: The State reserves the right to make multiple awards in its best interests. Multiple awards may be in the State's best interest when awarded to two (2) or more bidders or offerors for similar products and is needed for adequate delivery, service or availability.

Multiple awards if made, will be based on a review of such factors as past usage, anticipated usage, the reasonableness of prices, and the need to assure timely delivery.

The following are Vendor's Questions received and the State's Answers:

Vendor's Question 1: What is the estimated budget for this ITB? If unknown, kindly provide previous spending.

State's Answer 1: Estimated budget is \$200,000.

Vendor's Question 2: Provide the total number of temporary staffs on current assignment?

State's Answer 2: There is no current contract in place.

Vendor's Question 3: Provide the name of the current vendor providing the services?

State's Answer 3: There is no current contract in place.

Vendor's Question 4: Please provide a copy of the proposal of all current vendors providing the services, including rate/cost sheet.

State's Answer 4: There is no current contract in place.

Vendor's Question 5: Is there any preference to local vendor?

State's Answer 5: No.

Vendor's Question 6: Is there any preference to a respondent whose principal place of business is in the state?

State's Answer 6: No.

Vendor's Question 7: Please clarify method to submit the response (Electronic (Online) or Hard Copy?)

State's Answer 7: Bids can be submitted either online, through the link listed on the bid, by overnight courier, the Postal Service, or in person. Please refer to Page 1 of Attachment A for bid delivery instructions.

Vendor's Question 8: Please provide specific format and list of forms/attachments required with the response so to avoid compliance issues.

State's Answer 8: Please submit the signed ITB with Attachment A and Attachment B filled in with pricing.

Vendor's Question 9: What do we have to provide in Vendor Number?

State's Answer 9: The vendor number that was issued to you when you registered the business in the LaGov System is to be entered into the Vendor Number section.

Vendor's Question 10: Is it mandatory to utilize a sub-contractor?

State's Answer 10: No.

Vendor's Question 11: Kindly provide evaluation criteria for the Invitation to Bid (ITB).

State's Answer 11: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). Please refer to the Method of Award section included in Attachment A – Special Terms & Conditions.

Vendor's Question 12: Do we need to provide bid-bond while submitting the ITB?

State's Answer 12: No.

Vendor's Question 13: Do we need to provide Fidelity Bond while submitting the ITB?

State's Answer 13: No, the Fidelity Bond will need to be provided if awarded the contract.

Vendor's Question 14: Do we just need to upload forms and cost excel? Is there any specific format and requirement?

State's Answer 14: Please submit the signed bid with Attachment A and Attachment B filled in with pricing.

Vendor's Question 15: Please explain further - Page 11 Liquidated Damages; A and B regarding \$500 per occurrence.

State's Answer 15: If the vendor is not able to fulfill requirements set forth, a fee may be charged by the Agency. The fee may be subtracted from the amount being charged by the vendor, if the fee exceeds amounts due from the Agency, the contractor will be required to make payments. This fee is only valid if the Vendor is deficient in their services to the Agency.

Vendor's Question 16: Please provide the current vendor(s) providing the service and the billable rates for each service.

State's Answer 16: There is no current contract in place.

Vendor's Question 17: What is the estimated value of this RFP? If unknown, please specify previous spending.

State's Answer 17: This is an Invitation to Bid (ITB) and the allowable budget is \$200,000.

Vendor's Question 18: Is this RFP for contract assignments (13/18/26 week) or per diem healthcare professionals, or a combination of both?

State's Answer 18: This ITB is for a combination of both.

Vendor's Question 19: Will job descriptions for each discipline be provided upon award of the contract?

State's Answer 19: Yes.

Vendor's Question 20: How many estimated overtime hours were in the last three (3) year contract, per year?

State's Answer 20: There was no previous contract for this agency.

Vendor's Question 21: Is there a formal Orientation? If so, how long is Orientation? Is Orientation billable and at what rate?

State's Answer 21: There is no formal orientation.

Vendor's Question 22: Are holidays billable at 1.5 times the hourly rate? Which holidays are recognized?

State's Answer 22: Yes, all State approved Holidays.

Vendor's Question 23: What is the turnaround time for approval from a candidate being submitted to a facility for a staffing need to the time the Contractor hears that the candidate is or is not accepted?

State's Answer 23: Forty-eight (48) to seventy-two (72) hours

Vendor's Question 24: What type of uniform is the healthcare professional required to wear?

State's Answer 24: Navy or purple scrubs

Vendor's Question 25: Are invoices paid thirty (30) days from date of invoice?

State's Answer 25: Yes, no later than thirty (30) days. The majority are paid within one (1) week of submission.

Vendor's Question 26: Will invoices/timesheets be submitted weekly?

State's Answer 26: Yes.

Vendor's Question 27: Will invoices/timesheets be submitted individually to each of the facilities for payment, or to one central location?

State's Answer 27: Each contracted employees' timesheet/invoice should be submitted to that particular facility.

Vendor's Question 28: Will specific job needs come from each individual facility, or from one central person?

State's Answer 28: Each individual facility

Vendor's Question 29: Will our RNs ever be asked to perform Charge Nurse duties, and if so, is this billable at a separate rate?

State's Answer 29: No.

Vendor's Question 30: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

State's Answer 30: This is a new initiative.

Vendor's Question 31: Can you please let us know the previous spending of this contract?

State's Answer 31: There was no previous contract for this agency.

Vendor's Question 32: Please confirm if we can get the proposals or pricing of the incumbent(s).

State's Answer 32: There is no current contract in place.

Vendor's Question 33: Are there any pain points or issues with the current vendor(s)?

State's Answer 33: There is no current contract in place.

Vendor's Question 34: Please confirm the anticipated number of awards.

State's Answer 34: The State reserves the right to award to one (1) or more bidders. We will determine this amount at evaluation. Please refer to the Method of Award and Multiple Award language located in Attachment A - Special Terms & Conditions.

Vendor's Question 35: How many vendors/agencies the State has been planning to select under the contract?

State's Answer 35: The State reserves the right to award to one (1) or more bidders. We will determine this amount at evaluation. Please refer to the Method of Award and Multiple Award language located in Attachment A – Special Terms & Conditions.

Vendor's Question 36: What will be the estimated annual budget (Spend) of this contract?

State's Answer 36: \$200,000

Vendor's Question 37: What is the historical budget on the contract?

State's Answer 37: There is no historical budget. Fiscal Year 2022 has \$200,000 budgeted.

Vendor's Question 38: Could you share the details of existing incumbents?

State's Answer 38: There is no current contract in place.

Vendor's Question 39: What is the estimated number of personnel required per year under the contract?

State's Answer 39: Six (6) to ten (10)

Vendor's Question 40: To be considered for the award, do we need the good standing certificate of the state?

State's Answer 40: In accordance with Louisiana Law, all corporations (see La R.S. 12:262.1) and Limited Liability Companies (See La R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

Vendor's Question 41: Please share the names of incumbent/current vendors.

State's Answer 41: There is no current contract in place.

Vendor's Question 42: What is the total budget of this contract or the past spending so far for these services?

State's Answer 42: The estimated value is \$200,000.

Vendor's Question 43: Is it possible to share the current pricing of incumbent vendors? If yes, please share the details here.

State's Answer 43: There is no current contract in place.

Vendor's Question 44: Throughout the tenure of the incumbent contract, how many temporary nurses have worked, and how many are active at this time?

State's Answer 44: There is no current contract in place.

Vendor's Question 45: Is this a re-compete ITB? If not, please share the name of Current Vendors providing the services on this contract (if any)?

State's Answer 45: This is not a rebid. There is no current contract in place.

Vendor's Question 46: When did the existing contract start, and what is the annual spent value of the current contract since inception?

State's Answer 46: There was no previous contract or current contract for this agency.

Vendor's Question 47: How many RNs, LPNs & CNAs are currently engaged in the current contract?

State's Answer 47: There is no current contract in place.

Vendor's Question 48: Please share previous years' expenditure on this project.

State's Answer 48: There is no current contract in place.

Vendor's Question 49: What will be the estimated annual budget for this project?

State's Answer 49: \$200,000

Vendor's Question 50: Is there any local preference for this contract?

State's Answer 50: No

Vendor's Question 51: What is the anticipated duration of the project? Will it be a thirteen (13) week assignment or longer?

State's Answer 51: The anticipated duration of the project is expected to be no less than eight (8) weeks but could be longer, as needed.

Vendor's Question 52: Please confirm the number of awards to be made in each group. Please specify the different groups, that vendors would be awarded for.

State's Answer 52: The State reserves the right to award to one (1) or more bidders. We will determine this amount at evaluation. Please refer to the Method of Award and Multiple Award language located in Attachment A – Special Terms & Conditions.

Vendor's Question 53: Please let us know the evaluation criteria for this Bid.

State's Answer 53: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). Please refer to the Method of Award section in Attachment A – Special Terms & Conditions.

Vendor's Question 54: Please specify, what proposal content does the agency seek from the potential participants?

State's Answer 54: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). Please refer to the Method of Award section in Attachment A – Special Terms & Conditions.

Vendor's Question 55: What is the estimated budget for this year?

State's Answer 55: \$200,000

Vendor's Question 56: Can you please list out the requirements that we are supposed to submit with our response?

State's Answer 56: Please submit the signed bid with Attachment A and Attachment B filled in with pricing.

Vendor's Question 57: For the RN position whom is projected ten (10) hours a week, will that position be once a week for ten (10) hours? If so what day are they anticipating on working? If not one day, please elaborate as to how the ten (10) hours a week are anticipated.

State's Answer 57: The RN position will be, on average one (1), ten (10) hour shift one day (either Saturday or Sunday) per weekend.

Vendor's Question 58: Who is the current incumbent and what is there current rate?

State's Answer 58: There is no current contract in place.

Vendor's Question 59: Are there any incumbent vendors? Who are they and what are their current bill rates?

State's Answer 59: There is no current contract in place.

Vendor's Question 60: How many vendors will be awarded the contract?

State's Answer 60: The State reserves the right to award to one (1) or more bidders. We will determine this amount at evaluation. Please refer to the Method of Award and Multiple Award language located in Attachment A – Special Terms & Conditions.

Vendor's Question 61: How many days would the awardees be given to submit a list of providers and how long will it take you to review them and provide us feedback?

State's Answer 61: One (1) to two (2) weeks to submit a list of providers and forty-eight (48) to seventy-two (72) hours to review and provide feedback

Vendor's Question 62: Is the Blanket Fidelity Bond needed at the time of submission?

State's Answer 62: No, the Fidelity Bond is only required if awarded a contract.

Vendor's Question 63: As per Attachment A - Special Terms & Conditions, Section E. Verification of Coverage: "Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter". Should verification of coverage be included in the bid or is it required for each provider before assignment?

State's Answer 63: Certificate of Insurance is only required if awarded a contract.

Vendor's Question 64: How will the bids be scored?

State's Answer 64: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). Please refer to the Method of Award section in Attachment A – Special Terms & Conditions.

Vendor's Question 65: Please provide a bid checklist.

State's Answer 65: The only documents needed initially, is the signed ITB, and completed Attachment A and Attachment B.

Vendor's Question 66: Is the Blanket Fidelity Bond that is required specific to the state of Louisiana?

State's Answer 66: Yes

Vendor's Question 67: What will be the estimated annual budget for this project?

State's Answer 67: \$200,000

Vendor's Question 68: Is sub-contracting required for this contract?

State's Answer 68: No

Vendor's Question 69: How many positions can we expect under this contract throughout the given term?

State's Answer 69: Six (6) to eight (8) LPNs

Vendor's Question 70: How many vendors is agency planning to select?

State's Answer 70: The State reserves the right to award to one (1) or more bidders. We will determine this amount at evaluation. Please refer to the Method of Award and Multiple Award language located in Attachment A – Special Terms & Conditions.

Vendor's Question 71: Can you please confirm the most commonly filled positions of this contract?

State's Answer 71: LPNs

Vendor's Question 72: Can you please provide more detailed Job descriptions along with required experience for position listed in this ITB so that we can quote rate for each position more adequately?

State's Answer 72: Assignments will be provided on-site. See Attachment A – Special Terms & Conditions for required experience and licenses.

Vendor's Question 73: What is the evaluation criteria?

State's Answer 73: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). Please refer to the Method of Award section in Attachment A – Special Terms & Conditions.

Vendor's Question 74: What is the minimum guaranteed hrs per week for these positions?

State's Answer 74: Forty (40) hours per week.

Vendor's Question 75: Will it be a thirteen (13) week assignment or longer?

State's Answer 75: The anticipated duration of the project is expected to be no less than eight (8) weeks but could be longer, as needed.

Vendor's Question 76: We are Virginia based firm, are we eligible to bid on this ITB?

State's Answer 76: Yes, as long as you are able to meet all specifications outlined in the ITB.

Vendor's Question 77: Is it mandatory to have any specific License or Certification to bid on this ITB.

State's Answer 77: The Fidelity Bond and Certificate of Insurance stated in the ITB are not required to submit a bid response. They are only required if awarded a contract.

Vendor's Question 78: Page #11, Attachment A – Special Terms & Conditions SCOPE OF WORK: Monitoring Plan: The designated Contract monitor of each of the Department of Veterans Affairs (DVA) locations shall oversee the performance of contracted staff. Performance will be assessed by direct observation of clinical performance, reviewing complaints, reviewing completeness of chart documentation such as medication administration, monthly progress notes, physical assessment, group notes, and treatment planning, and reviewing attendance records. Do we need to provide Contract Monitor on site for the above stated functions?

State's Answer 78: Someone within the agency will be the Contract Monitor.

Vendor's Question 79: Attachment A – Special Terms & Conditions. Page #9, Fidelity Bond Requirements. Do we need to submit Fidelity Bond Mandatorily?

State's Answer 79: It is mandatory to provide the Fidelity Bond if awarded a contract.

Vendor's Question 80: Can we submit the same post awards?

State's Answer 80: This is an Invitation to Bid (ITB), not a Request for Proposal (RFP). This is not required.

Vendor's Question 81: Is it required to be included in insurance certificate?

State's Answer 81: It is not a requirement to submit the Insurance Certificate with the bid response. It will be required if awarded a contract.

Vendor's Question 82: Is this a re-compete bid? If yes,

Could you please the name of Current Suppliers (who are currently providing services to The State)?

Could you please share current Suppliers' pricing and Proposals?

When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

How many resources are currently engaged in the current contract?

Can you please share the no. of positions served in previous years under this contract?

Can you please share the amount of business each vendor did under this contract in previous years?

State's Answer 82: This is not a re-bid. There is no current contract in place.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

For: _____ By: _____

By: Desiree Brown
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